

UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

Year 1 Checklist

Done	UPIPS Step	Timeline
	Receive UPIPS materials (manual and software) and training from USOE	June-August, 2006
	Allocate resources for Self-Assessment and Program Improvement planning	August, 2006
	Form the Stakeholder Steering Committee and establish sub-committees	August, 2006
	Set dates and agendas for Stakeholder Steering Committee meetings	August, 2006
	Train Stakeholder Steering Committee on UPIPS process, including Program Areas, goals, and performance indicators	August, 2006
	Establish timeline for Self-Assessment process	September, 2006
	Review charter school data profile and determine what additional data is needed	September, 2006
	Determine process and dates for file reviews, interviews, surveys, and other needed data	September, 2006
	Begin collection of needed student outcome data (i.e. LRE, disproportionality, qualified staff, academic achievement, etc.) *See UPIPS manual for complete information	September, 2006
	Collect and analyze off-site data (forms, child find, personnel, evaluation materials, and federal reports)	September-December, 2006
	Begin collection of needed on-site data (file reviews, interviews, surveys, and focus groups) *Can use school developed file review process, UPIPS SRR program or Paper and Pencil version in UPIPS manual	October, 2006-February, 2007
	Submit compiled off-site data to USOE	December 1, 2006
	Analyze <u>ALL</u> data collected from <u>ALL</u> data sources	March-April, 2007
	Present data analysis to Stakeholder Steering Committee	March-April, 2007
	Identify and write Program Improvement Plan (PIP) goals and areas of non-compliance.	March-April, 2007
	Write Corrective Action Plan (CAP) for areas of non-compliance	March-April, 2007
	Complete Self-Assessment Report, including Executive Summary	May-June, 2007
	Submit complete Self-Assessment Report, including Executive Summary, CAP, and PIP to USOE	June 30, 2007
	Submit <u>invoice</u> for UPIPS Year 1 fiscal support with <u>reimbursement letter</u> to USOE	June 30, 2007